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CITY OF HOUSTON

Job Posting

Applications accepted from: 2

ALL PERSONS INTERESTED

Job Classification **Posting Number** Department

WORD PROCESSOR PN #111052 HOUSTON POLICE

Division

Section Reporting Location

VARIOUS N/A VARIOUS

VARIOUS*

Workdays & Hours

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Types and produces hard copies of general office correspondence using various types of electronic word processing equipment and software. Edits word processing jobs, document drafts, Dictaphone typing, etc. Enters updated data and produces regular and periodic lists, directories and reports as requested. Logs and files word-processed materials; files incoming correspondence. Operates other office equipment such as typewriter, photocopier, calculator, fax, etc. May provide backup office support; answer telephones, file, schedule meetings and perform other clerical duties as needed.

10 **WORKING CONDITIONS**

The position is physically comfortable most of the time with occasional periods of stooping, bending and/or light lifting of materials of up to 10 pounds.

11 <u>MINIMUM EDUCATIONAL REQUIREMENTS</u>

Specialized training principles, procedures, practices, routines or techniques in a specific area or trade, which might normally be acquired through up to eighteen months of education or training beyond the high school level. Vocational competence in the operation of mechanical or electronic equipment may be required.

12 MINIMUM EXPERIENCE REQUIREMENTS

Six months of word processing experience or clerical/secretarial experience with a heavy volume of typing are required.

MINIMUM LICENSE REQUIREMENTS

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14 **PREFERENCES**

15 SELECTION/SKILLS TESTS REQUIRED

Must pass a City administered typing test.

SAFETY IMPACT POSITION 16 Yes X No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range – Pay Grade 10</u> \$723.00 - \$1004.00 Biweekly \$18,798.00 - \$26,104.00 Annually

18 **OPENING DATE** June 14, 2006

19 **CLOSING DATE** June 20, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer